

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-1177

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**Agency:** HOWARD COUNTY GOVERNMENT      **Division/Unit:** Cable Administration Office  
Technology & Communication Services

Item No.	Description	Retention
<b><u>This Schedule Supersedes C-843</u></b>		
1	<b>General Correspondence:</b> All Correspondence incoming and outgoing from the Public	Retain three years, and then destroy. Review annually prior to destruction for further retention. Transfer every 5 years to MSA any items deemed to have fiscal, legal or historical value to the County.
2	<b>Cable Advisory Committee:</b> All correspondence incoming and outgoing	Same retention as #1
3	<b>Comcast Correspondence</b> All correspondence incoming and outgoing	Hold for length of Franchise Agreement, then destroy.
4	<b>Verizon Correspondence</b> All correspondence incoming and outgoing	Hold for length of Franchise Agreement, then destroy.
5	<b>Ellicott City Cable Correspondence</b> All correspondence incoming and outgoing	Hold for length of Franchise Agreement, then destroy.
6	<b>Federal Communications Commission</b> All correspondence incoming and outgoing	Same retention as #1

Schedule Approved by Department, Agency, or Division Representative.

Date *September 11, 2012*

Signature *[Signature]*

Typed Name **Donna Richardson**

Title **Cable Administrator**

Schedule Approved by County Records Management Representative

Date *9/13/12*

Signature *[Signature]*

Schedule Authorized by State Archivist

Date *10/11/2012*

Signature *[Signature]*

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. C-1177**

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**Agency:** Howard County Government

**Division/Unit:** Cable Administration Office  
Technology & Communications Services

Item No.	Description	Retention
7	<b>Howard Community College</b> All correspondence incoming and outgoing between the College and the Cable Administrator's office.	Same retention as #1.
	<b><u>Administrative Files:</u></b>	
8	<b>Howard County Government Agencies:</b> All correspondence between government agencies and the Cable Administrator's office is kept in these files. The files include memorandums, letters, forms, etc.	Same retention as #1
9	<b>Howard County Public Schools:</b> All correspondence between the Howard County Public School System and the Cable Administrator's Office	Same retention as #1
10	<b>Operating Budget:</b> Fiscal Year Budget Forms (Minor Purchase Orders, Partial, etc) including budget use	Retain three years, then destroy
11	<b>Public Access:</b> Grant applications, approval letters and general correspondence, budget forms, (Purchase Orders, Partial) indicating disbursements	Retain "Approved Grants" 3 years beyond the life of the grant funds, then destroy. "Denied Grants" retain 3 years, then destroy.
12	<b>Public Access History Files:</b> These Public Access History files date back to approximately 1980	Retain Permanently in the County's document management system. Forward electronic and hard copy to Maryland State Archives every 5 years.
13	<b>Contracts and Agreements</b>	Retain in the County's document management system for 3 years past the contract expiration date, then destroy.